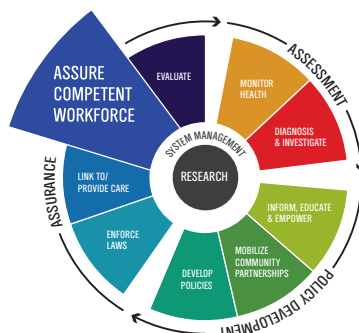


# THE ROLE OF VITAL RECORDS IN THE LOCAL HEALTH DEPARTMENT

The Vital Records Clerk or Registrar is concerned with keeping accurate birth and death records. The role of Vital Records is an important part of public health in monitoring birth and death trends in the community. A Vital Records Clerk or Registrar needs skills in a variety of areas, including knowledge of birth and death records and their corresponding systems, genealogies, paternity affidavits, and emergency preparedness. Below is a list of some of the skills required of a Vital Records Clerk or Registrar:

- Maintain a Continuity of Operations Plan (COOP) for accurate recording of births and deaths during a public health emergency
- Work with local health department staff and community agencies to respond to public health emergencies

- Familiarity with the Indiana Vital Records Association (IVRA)
- Communicate with the public, county offices, hospitals, funeral homes, and other agencies as needed
- Respect the confidentiality of records, including the appropriate provision of genealogies
- Enter birth and death records into the state system
- Make specified changes to birth records according to state guidelines
- Keep records and enter paternity affidavits
- Accurately maintain records for monitoring of population
- Participate in policy-making and planning for public health emergencies



# THE ROLE OF ENVIRONMENTAL PUBLIC HEALTH IN THE LOCAL HEALTH DEPARTMENT

Environmental Public Health plays an important role in the health of the community. Environmentalists and/or Environmental Health Specialists are concerned with environmental health and potential hazards in the environment. Environmentalists need skills in a variety of areas, including assessment, knowledge of diseases and health hazards, inspections of establishments such as restaurants and tattoo and body piercing facilities, inspections of swimming pools and onsite systems, and emergency preparedness. Below is a list of some of skills required of an Environmentalist:

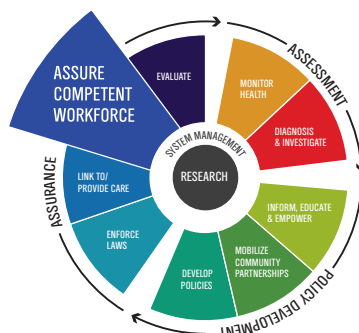
- Assess the community for potential environmental health hazards
- Enforce laws consistent with protecting the community from environmental health hazards
- Review food establishment plans and issue permits
- Inspect food establishments and enforce appropriate laws and ordinances; educate food establishment personnel on food safety
- Work with Public Health Nursing to investigate diseases and health hazards and take appropriate action
- Inspect tattoo and body piercing facilities and enforce appropriate laws and ordinances; educate facility personnel on health hazards
- Inspect swimming pool and bathing/wading pool operations; conduct water testing and take appropriate actions
- Provide education on health hazards and compliance with laws and ordinances to operators of pools
- Inspect onsite septic systems and issue permits
- Enforce laws and ordinances for onsite systems and educate septic installers
- Work with local health department staff and community agencies to identify public health threats
- Participate in policy-making and planning for public health emergencies
- Work with local health department staff and community agencies to respond to public health emergencies



# THE ROLE OF THE PUBLIC HEALTH NURSE IN THE LOCAL HEALTH DEPARTMENT

Public Health Nurses are not only concerned with the health of individuals, but they also play a vital role in population health, the overall health of the community. As a Public Health Nurse, skills are needed in a variety of areas, including immunizations, environmental health, chronic and communicable diseases, epidemiology, and emergency preparedness. Below is a list of some of the skills required of a Public Health Nurse:

- Assesses health and develops health and wellness goals and programs for individuals, families, groups, and communities
- Forms partnerships with other agencies to promote the health and wellness of the community
- Provides culturally competent nursing care with respect for diversity
- Follows guidelines for the administration of adult and childhood vaccines, including precautions, side effects, and vaccine schedules
- Provides appropriate patient education for all vaccines administered
- Maintains patient immunization records
- Works with environmental public health programs in the management of disease and health hazards
- Provides education on chronic diseases and assists patients and the community in the management of chronic disease
- Complies with Indiana Communicable Disease Reporting Rules and Indiana Code in conducting case investigations of potential communicable diseases, reporting diseases, and taking appropriate action
- Provides education on communicable diseases to patients and the community
- Works with local health department staff and community agencies to identify public health threats
- Participates in policy-making and planning for public health emergencies
- Works with local health department staff and community agencies to respond to public health emergencies

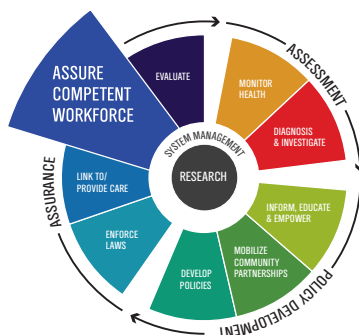


# THE ROLE OF THE HEALTH EDUCATOR IN THE LOCAL HEALTH DEPARTMENT

The Health Educator provides individual, group, and community education on public health topics such as tobacco cessation, nutrition, physical activity, sexual violence prevention, chronic and communicable diseases, women's and children's health, minority health, and substance abuse. The role of a Health Educator is an important part of public health and may be a specifically designated position within the local health department or may be a shared role between several health department staff such as Public Health Nurses and Environmentalists. Below is a list of some of the duties and responsibilities of a Health Educator:

- Serve as a coordinator linking people to needed health resources within the community
- Participate in community health assessments and plans
- Help the local health department staff and community agencies determine public health priorities

- Knowledge of social, economic, and cultural factors and their impact on the health of the community
- Knowledge on a variety of public health topics such as those listed in the opening paragraph
- Provide education on a variety of public health topics to individuals, groups, and the community
- Work and communicate with community agencies and partners to educate on public health topics
- Seek opportunities within the community to educate on the role of public health and public health topics
- Maintain client confidentiality in the provision of health education

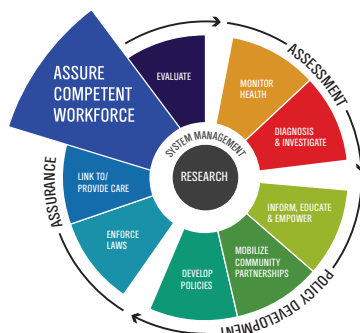


# THE ROLE OF EMERGENCY PREPAREDNESS IN THE LOCAL HEALTH DEPARTMENT

Planning and preparing for public health emergencies has become a priority for public health. Whether there is a designated person within the local health department or the duties and responsibilities are shared by several individuals, developing a plan to mitigate (identify potential hazards and take steps to prevent and protect), prepare for, respond to, and recover from events is a critical role in the local health department. Below is a list of some of the skills associated with public health emergency preparedness:

- Identify occurrences signifying a public health emergency and respond appropriately
- Participate in mass prophylaxis and/or vaccination efforts for the community
- Coordinate the local health department response activities with other responding agencies
- Help the community recover and return to normalcy after an emergency event
- Use emergency events to evaluate existing plans and to create Improvement Plans and take Corrective Action

- Work with community partners to identify public health hazards and potential risks
- Develop plans to minimize the effects of potential public health emergency events
- Develop all-hazards plans, including mass prophylaxis and vaccination plans, as part of the County/ Comprehensive Emergency Management Plan (CEMP)
- Work with community partners and first responder agencies to prepare for emergency events
- Maintain National Incident Management System (NIMS) compliant training both within the agency and with external partners
- Participate in exercises and drills with community partners and first responder agencies, developing After Action Reports (AARs), Improvement Plans (IPs), and Corrective Action Plans (CAPs) in accordance with the Homeland Security Exercise and Evaluation Program (HSEEP)



# THE ROLE OF THE HEALTH OFFICER IN THE LOCAL HEALTH DEPARTMENT

The role of the Local Health Officer in the health department is one of leadership and management. Below is a list of some of the qualifications for a Local Health Officer:

- Is a licensed physician and maintains board certification as required
- Is a resource and has knowledge of public health issues and topics relevant to the community
- Is available and committed to assisting the local health department staff when needed for the good of the community
- Has knowledge of the local health department budget and funding sources
- Works on a multi-faceted level and completes tasks for the good of the community even in times of crisis
- Works with and educates local health department staff, government officials, policy makers, and other agencies for the good of the community
- Plans for the future health of the community by evaluating current programs for their effectiveness and implementing changes as necessary
- Serves as the leader for the local health department and manages day-to-day operations through a competent staff
- Is aware of the health needs of the community, maintains relationships with partner agencies, and provides for the overall public health benefit of the community

